Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

1. Agency	National Aeronautics and Space Administration (NASA)	**2.** FY	2022

3. POC Name	Rebecca Doroshenk	**4.** Phone	(202) 358-0038

5. A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)

NASA continues to be intentional in attracting and retaining employees reflecting diversity. Employees with diverse abilities--including disabled veterans--strengthen our mission, create innovation, and enhance engagement. NASA is committed to equal employment opportunities and a workplace free of discrimination and harassment, as well as to supporting reasonable accommodations (RA) and accessibility tools so employees with disabilities can fully contribute to mission success. NASA's policy is aligned with Executive Order 13518, Employment of Veterans in the Federal Government, establishing the Veterans Employment Initiative, and the Disabled Veterans Affirmative Action Program, 5 CFR Part 720, Subpart C. NASA is committed to recruitment, outreach, hiring, and advancement of qualified disabled veterans, including those 30% or more disabled, to cultivate an environment where veterans feel welcome and can be successful. NASA continues to explore and implement a variety of innovative means to identify qualified disabled veteran applicants in all occupations, including: targeted recruitment and outreach for 30%-or-more disabled veterans; establishing partnerships with external organizations like Operation Warfighter, the Wounded Warriors Program, and the Workforce Recruitment Program; and using appropriate Federal hiring authorities like Schedule A, 30%-or-More Disabled Veteran authority, and Veterans Recruitment Appointment.

NASA continues to use its automated resume management system for 10-point preference eligible candidates for hiring consideration. This automated system provides a search on 10-point veterans who apply late or in between announcements. The file is reviewed for qualified applicants for every vacancy open to the public. Disabled veterans may also indicate their veteran's preference during the application process for vacancy announcements. Preference-eligible candidates may also apply to vacancies open Governmentwide under the Veterans' Recruitment Appointment and Veterans Employment Opportunities Act of 1998.

The Office of Diversity and Equal Opportunity (ODEO) continues to determine if barriers exist for individuals with disabilities (IWD) and individuals with targeted disabities (IWTD) in recruitment and selection for underrepresented jobs.

To advance disabled veterans at NASA, the Office of the Chief Human Capital Officer (OCHCO) plans to:
• Increase NASA's use of hiring authorities taking disability into account by enhanced training and communication, working with hiring officials to increase consideration of disability status as a positive factor in hiring, promotion, and assignment decisions to the extent permitted by law.
• Enhance training, internships, and mentoring programs to assist IWDs and IWTDs in reaching senior grades.

6. OPM DVAAP Manager Official Use Only: Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?

Yes ☐ Somewhat ☐ No ☐

7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)							
8. Total # Employees	18,138	**9.** # Of Veterans	1,772	**10.** # Of Disabled Veterans	880	**11.** # Of 30% Or More Disabled Veterans	676

In FY 2022, NASA added 128 veterans, including 80 disabled veterans to its workforce total, increasing representation from 1,762 to 1,772. Veterans accounted for 11.4% of all new hires in FY22. Veterans account for 9.8% of the total NASA workforce, and disabled veterans account for 4.9% of the total NASA workforce (up from 4.6% in FY 2022). Veterans identifying as 30% or more disabled increased from 3.5% of NASA's workforce in FY21 to 3.7% in FY 2022. Among student employees, 8.7% were disabled veterans.

To increase retention of disabled veterans, NASA uses new and established surveys, Disability Program Manager (DPM) communication with their communities, and Federal Employee Viewpoint Survey (FEVS) data to conduct a climate assessment and/or focus groups to obtain IWDs' and IWTDs' perception of the Agency.

OCHCO and ODEO have collaborated to add several questions to NASA exit interviews for employees who separate from NASA, to assess possible connections between separation and EEO complaints alleging failure to provide an RA or harassment due to disability status that may result in IWDs/IWTDs leaving NASA.

Examples of NASA Center veteran representation and participation in FY22 include:
• Across the Agency, NASA Centers are partnering with Veteran ERGs in the development of Center Diversity, Equity, Inclusion, and Accessibility (DEIA) Implementation Plans, to ensure input on the needs of IWD and IWTD, including disabled veterans, are considered in the Plan.
• The Armstrong Flight Research Center (AFRC) workforce is approximately 24% veterans. AFRC is located on Edwards Air Force Base, which is a major recruiting source.
• In FY22, Glenn Research Center (GRC) HR used the Department of Labor (DOL) Workforce Recruitment Program (WRP) database, the Office of Personnel Management (OPM) Shared List of People with Disabilities, and the Ohio Means Jobs database to search for resumes of qualified disabled veterans for external hiring rounds. GRC recruitment initiatives included training and educating selecting officials about hiring authorities that allow direct-hiring of disabled veterans.
• KSC veteran representation overall is 16.3% which is 4% higher than the Agency (12.3%). The number of 30% or more compensable disabled veterans is 72.6% of the total KSC number.
• At Marshall Space Flight Center (MSFC), veteran representation has steadily increased over the past 4 years. As of September 2022, MSFC's total workforce is 2,332. MSFC's workforce comprises 221 (15.6%) disabled veterans.
• In FY22, disabled veterans at the NASA Shared Services Center (NSSC) represented 15.57% of the overall NSSC workforce.
• In FY22, disabled veterans at Stennis Space Center (SSC) represented 8.46% of the overall SSC workforce. At SSC, 14.29% of SES positions were held by disabled veterans.

12. OPM DVAAP Manager Official Use Only: Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?

Yes ☐ Somewhat ☐ No ☐

13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled (Attach supporting addendums if needed)

A critical piece of NASA's recruitment strategy focuses on increasing workforce diversity, specifically targeting our veteran communities, by reaching new talent communities and establishing NASA as an employer that celebrates diversity and inclusion as key to its success. OCHCO has established communities of practice and tiger teams and coordinated with Employee Resource Groups (ERGs), to include the Veterans Employee Resource Groups (VERG) across the Agency to streamline recruitment efforts and establish consistent employer value proposition messaging and outreach strategies with diversity groups. Specific initiatives include:

• Making NASA more accessible in our recruitment and social media messaging, especially to veteran applicants. Efforts included highlighting our veteran workforce during such events as Veterans' Day and "Hire a Veteran Day" and providing information on veteran's initiatives taking place across the Agency.
• Targeting outreach to veteran candidate pools using hiring campaigns on LinkedIn to reach passive quality talent.
• Developing campaigns and talent networks for diverse candidates to join to receive ongoing newsletters and communications about careers at NASA. NASA has developed a talent network for veterans and military spouses.
• Hosting "question and answer" sessions on LinkedIn so that veteran employees can engage with candidates about a career at NASA.
• Using graphic posts or hiring manager videos to promote specific vacancies on LinkedIn and other Agency social media channels, NASA provides guidance to employees, including veterans ERGs, on how to share this content with their own networks to reach a broader candidate pool.
• Leveraging relationships with veteran organizations with diverse membership bases (such as The American Legion, Assoc. of Naval Services Officers, etc.) as well as educational institutions with large veteran enrollment.

• Recruitng and outreach at/near military bases. This is routinely done by NASA Centers located at or near military bases, such as Ames Research Center (ARC), AFRC, KSC, and Langley Research Center (LaRC).
• As one example of NASA's leadership commitment to disability, at Goddard Space Flight Center (GSFC), a panel of supervisors plans to discuss their experiences in going through the RA process and the importance of being inclusive to individuals with disabilities.
• The HQ Human Resources Office is an active participant in the Agency's Recruitment Team for identifying appropriate outreach and recruitment prospects for the agency. These events include reaching underrepresented minorities including disabled veterans for potential early career opportunities.
• Johnson Space Center (JSC) Pathways shares information on Schedule A hiring authority and encourages veteran students to apply under Schedule A. JSC's Connected Veterans Employee Resource Group shared with its 239 members this intern information and all other vacancy announcements to veteran networks.

14. OPM DVAAP Manager Official Use Only: Did agency provide a description of recruiting methods that they will use to seek out disabled veterans?
Yes ☐   Somewhat ☐   No ☐

15. OPM DVAAP Manager Official Use Only: Did agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?
Yes ☐   Somewhat ☐   No ☐

16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)

NASA knows that retaining a skilled workforce requires intentional effort after the initial hire and that retaining a veteran in the civilian workforce does not significantly differ from retaining other talent. NASA is committed to continuing targeted activities to provide and improve advancement opportunities for disabled veterans by:

• Promoting mentorship and developing avenues for veterans to connect with peers through ERGs. ERGs are an excellent resource for information sharing, mentorship, guidance, and networking.
• Promoting continuing education and awareness of leadership capabilities of transitioning service members. NASA continually seeks to emphasize these characteristics and weave leadership responsibilities into positions encumbered by veterans.
• Hosting workforce education initiatives on events such as Veterans Day and Memorial Day to recognize and honor veterans, including disabled veterans and their families for their service and sacrifice.
• Offering access to Employee Assistance Programs (EAP) to all employees, including disabled veterans. This NASA benefit is designed to support employees and their families with managing work and life daily challenges.
• Offering access to all employees, including disabled veterans, to professional development and training opportunities to enhance skills and career advancement, including both professional technical and soft skills.
• Enhancing and improving clear, consistent RA procedures and practices across NASA.

OCHCO provides a variety of courses via our SATERN training platform on veteran hiring authorities and the importance of hiring veterans, and a new training course for new supervisors, being redesigned to enhance content on veteran hiring authorities. All courses are available digitally and available to all NASA employees.

OCHCO continues to facilitate meetings across the Agency to provide guidance, information, and best practices regarding veterans--including disabled veterans--as appropriate, continuing to provide disability-related training to managers and employees and Schedule A training to EEO and HR personnel, with input from ODEO. NASA VERGs will host an Agencywide session focused on hiring authorities and disabled veterans.

To strengthen NASA's commitment to Special Emphasis Programs (SEP), ODEO will lead development of ERG DEIA Action Plans for groups aligned to an SEP, including IWDs and disabled veterans' communities. These plans will align to NASA's overarching DEIA Strategic Plan strategic goals and will identify Agency-level actions needed to address issues and concerns of NASA disability and disabled veteran employees.

Examples of NASA Center efforts to improve internal advancement opportunities for disabled veterans in FY22:
• At AFRC, postings to the agency job website, providing upward mobility and career ladder opportunities for all employees, including disabled veterans. Training opportunities are announced in NASA's Talent Marketplace.
• HQ participates in the Agency Learning and Development Needs Assessment that allows employees to submit training needs for consideration that develop their skills and support the advancement of their career based on the identification of critical skill gap areas.

17. OPM DVAAP Manager Official Use Only: Did agency provide a description of how they will provide internal advancement opportunities for disabled veterans?

Yes ☐ Somewhat ☐ No ☐

18. OPM DVAAP Manager Official Use Only: If needed, is there a plan of how the agency will improve internal advancement opportunities for disabled veterans?

Yes ☐ Somewhat ☐ No ☐ Not Needed ☐

19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans (Attach supporting addendums if needed)

At the Agency level, NASA's ODEO and OCHCO will continue to facilitate routine meetings to assess and advise NASA Centers of roles and responsibilities for employing and advancing disabled veterans. OCHCO will continue to hold monthly teleconferences including veterans' points of contact across the Agency in an effort to share information and best practices. ODEO will continue to host regular meetings with DPMs and Disabled Veteran Program Managers (DVPM) to share information and best practices across the Agency regarding disabled veterans, disability inclusion, and RAs, occasionally including Center IWD ERGs. ODEO regularly communicates to Center DPMs regarding significant developments in case law, webinar and training opportunities, and other developments in the field. ODEO will also continue to:

• Communicate RA procedures and upcoming RA training.
• Provide information to Centers on Schedule A and veterans preference, and continue to communicate changes to Centers, such as by the annual memo to the workforce from ODEO and OCHCO leadership regarding the benefits of employees self-identifying disability status.
• On the Agency-level ODEO webpage, there is a repository of current information, such as information on the disabled veterans and IWD programs, NASA disability and veteran policy and procedures, DVAAP reports, the IWD Affirmative Action Plan, and the Architectural Barriers Act report.
• Communicate relevant information for the Agency's disability community.

In addition, OCHCO will continue to provide disability-related training to managers and employees ("Practical HR Solutions for Supervisors") and Schedule A training to EEO and HR personnel, with input from ODEO.

At the Center level, the designated DVPMs at each NASA Center will continue to monitor and evaluate the effectiveness of the Center's affirmative employment efforts for disabled veterans throughout the year. The Center HR, Diversity and Inclusion (D&I), and EEO offices will continue to partner to routinely assess the actions delineated in their Disabled Veterans Affirmative Action Plans (DVAAP), including accomplishments and promising practices as well as to identify gaps and opportunities for improvement. For example:

• In FY22, the new sitewide SSC/NSSC Veterans ERG (VERG) was chartered. VERG is a sanctioned organization for veterans and veteran allies to provide support, information, resources, and forums to discuss issues relevant to the veteran community at Stennis. VERG has an active group of 47 members from SSC and NSSC and interacts regularly through a Teams Channel.
At ARC, the Americans with Disability Acts (ADA) Chair was one of three panelists to discuss understanding the challenges within the disabled community with the NASA Office of the General Counsel staff. This agencywide discussion focused on invisible disabilities for NASA's Legal Community.
• At KSC, articles will be published in the KSC Daily News semiannually with reminders about the requirements of Executive Order 13518, and NASA/KSC efforts regarding the employment and advancement of disabled Veterans. Also, the DVPM or ODEO Director inform the Center Director and senior staff of this requirement and ask organizational directors to communicate to their subordinate hiring managers.

20. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? (Not Applicable for agencies that do not have operating components or field installations)

Yes ☐   Somewhat ☐   No ☐   Not Applicable ☐

21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan (Attach supporting addendums if needed)

NASA ODEO will continue to maintain accountability for monitoring, reviewing, and evaluating the Agency's DVAAP. ODEO will continue to host regular meetings with DPMs and DVPMs to share program updates, challenges, and promising practices across NASA regarding disabled veterans. The Agency-level DPM regularly communicates with Selective Placement Coordinators (SPC) and 508 Compliance Program Managers. ODEO will continue to review annual Center DVAAP reports and provide feedback to assist Centers in achieving identified goals.Through implementation of NASA's DEIA Strategic Plan, in FY 2023, NASA will: identify training needs related to Accessibility/Section 508 and identify accessibility/Section 508 gaps or issues that exist across NASA, and continue web modernization implementation.

ODEO will continue to use FEVS data for annual data analysis of Center progress. ODEO will also continue to monitor Center RA progress by reviewing and evaluating quarterly and annual RA reports. The annual RA Report includes Center trends in RA types, processing times, and efforts to train Center personnel in RA. In FY23, Centers will all report RA training by managerial status, as well. ODEO expects to adopt a new Reasonable Accommodation Management System in early FY23, by which the DPMs can expect to have enhanced insight and reporting to better manage the RA system.

ODEO has:
• Established a process for regular barrier analyses to investigate if barriers exist in recruitment/ selection processes for new hires/promotions to senior grades, focusing on race/ethnicity, gender, disability status.
• Established an annual process to request employee updates to demographic data, including disability status.
• Established a process to track Schedule A conversions each year.
• Established an annual Agencywide campaign encouraging employees to self-identify as having a disability. The effort increased IWD/IWTD by 101 employees in FY22. Our FY23 campaign was sent early October 2023.
• ODEO continues to update data systems & reports for more detailed information on employee demographics, improved applicant flow data and employee transactions data to enhance data-driven decision-making.
• Issued a joint memo to the workforce in collaboration with the OCIO outlining requirements for all NASA digital content to be accessible to all regardless of disability.

NASA Centers continue to designate a DVPM responsible for managing tactical actions associated with Center affirmative employment efforts for disabled veterans - tracking, monitoring, and evaluating workforce data associated with the program. Center HR and EEO offices will continue to routinely partner to strategically assess actions delineated in their plans and address gaps, as appropriate. For example:

• At KSC, the Diversity Council will periodically review and discuss the "ERG Workforce Scorecard and Action Plans" wherein ERG Chairs share process updates from their individual scorecards/action plans and continually focus on working their goals to address possible triggers/barriers.
• The SSC/NSSC ODEO will collaborate with VERG in the development of the DEIA Implementation Plan to ensure that the needs and interests of disabled veterans are included the plan. The DPM will assist in the development of Accessibility components of the Center DEIA Implementation Plan and will establish partnerships with internal and external stakeholders.

22. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will <u>monitor</u>, <u>review</u> and <u>evaluate</u> its planned efforts? (If applicable as well as for major operating components and field installations)

Yes ☐   Somewhat ☐   No ☐

23. POC's Name, Email, and Phone Number of Operating Components and Field Installations (If Applicable)

Designated NASA DVAAP POC:

1) Name: Rebecca Doroshenk

2) Title: Agency Disabled Veterans Program Manager

3) Email: rebecca.d.doroshenk@nasa.gov

4) Telephone Number: (202) 358-0038

Component/Field Office POCs:

Every NASA Center has a dedicated Disabled Veterans Program Manager:

Ames Research Center (ARC) Irene Najlis
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Stennis Space Center (SSC)/NASA Shared Center (NSSC) Cecy Lewis

Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

24. Dates of the Period of Time the Plan is Covered	From	12/01/2021	To	12/01/2022

25. Agency Name	NASA

26. DVAAP POC's Name	Rebecca Doroshenk

27. Title	Agency Disabled Veterans Program Manager

28. Telephone Number	(202) 358-0036	**29.** Email	rebecca.d.doroshenk@nasa.gov

30. Date Plan Last Amended	12/01/2020	**31.** Date Effective	

32. DVAAP Certifying Official's Name	Stephen T. Shih

33. Title	Associate Administrator for Diversity and Equal Opportunity

34. Telephone Number	(202) 358-3923	**35.** Email	stephen.t.shih@nasa.gov

36. DVAAP Certifying Official Signature	Stephen Shih Digitally signed by Stephen Shih Date: 2022.11.30 11:44:23 -05'00'	**37.** Date	

Agency Disabled Veterans Affirmative Action Program Plan and Certification Electronic Reporting Instructions

General Instructions:
1. Complete all items and questions in the forms field**.**
2. Electronic Requirements – Agency should only submit data for what they are planning to do for the next Fiscal Year in accordance with the minimal requirements of the plan content from Title 5 CFR Part 720 Subpart C, which is provided on this form.
3. Collection of plan data requires a completed plan data element that has been recorded to be used throughout the Fiscal Year. Plans may vary from agency to agency. This form provides conformity and standardization for the minimal required core data**.** The forms have limited characters so agency may attach addendums when needed, if the form does not allow you to capture the data completely.

DVAAP Plan and Certification Information
1. **Agency** – Provide the name of the agency.
2. **FY** – Provide the Fiscal Year of which the plan will be covered under. If the plan is covering more than one year capture it in the form field, as seen on the following example: 2020-2023.
3. **POC Name** – Provide the name of the point of contact.
4. **Phone** – Provide the phone number of point of contact.
5. **A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled** – Provide a statement of the agency's policy in regards to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
6. **Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?** – OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided a policy in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled.
7. **An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled -** Provide an assessment of the current status within the agency of the total amount of employees, veterans, disabled veterans and emphasizing those veterans who are 30 percent or more disabled. You may attach supporting graphs, charts, and addendums if the information provided pertains to the requirement.
8. **# of Employees** **–** Provide the total number of employees within the agency.
9. **# of Veterans** – Provide the total number of veterans within the agency.
10. **# of Disabled Veterans -** Provide the total number of disabled veterans within the agency.

11. **# of 30% or More Disabled Veterans –** Provide the total number of 30% or more disabled veterans within the agency.

12. **Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled? –** OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled.

13. **A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled –** Provide a description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.

14. **Did your agency provide a description of recruiting methods that they will use to seek out disabled veterans? -** OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided a description of recruiting methods that they will use to seek out disabled veterans.

15. **Did your agency provide special steps that would be taken to recruit 30 percent or more disabled veterans? -** OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided special steps that would be taken to recruit 30 percent or more disabled veterans.

16. **A description of how the agency will provide or improve internal advancement opportunities for disabled veterans –** Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement.

17. **Did your agency provide a description of how they will provide internal advancement opportunities for disabled veterans? -** OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provided a description of how they will provide internal advancement opportunities for disabled veterans.

18. **If needed, is there a plan of how your agency will improve internal advancement opportunities for disabled veterans? -** OPM DVAAP Manager should click on "Yes", "Somewhat", "No", or "Not Needed" to indicate if agency provided a description of how they will improve internal advancement opportunities for disabled veterans.

19. **A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans –** Provide a description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement. For agencies that do not have operating components or field installations, state in the form field N/A.

20. **Did your agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? -** OPM DVAAP Manager should click on "Yes", "Somewhat", "No", or "Not Applicable" to indicate if agency provided a description on how they will inform their operating components and field installations on a regular basis, on responsibilities such as the employment and advancement of disabled veterans. Not Applicable for agencies that do not have operating components or field installations.

21. **A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan** – Provide a description of how the agency will monitor, review, and evaluate its planned efforts, if applicable, including implementation at operating component and field installation levels during the period covered by the plan. You may attach supporting addendums if the information provided pertains to the requirement.

22. **Did your agency provide a description on how they will <u>monitor</u>, <u>review</u> and <u>evaluate</u> its planned efforts?** OPM DVAAP Manager should click on "Yes", "Somewhat" or "No" to indicate if the agency provides a description on how they will <u>monitor</u>, <u>review</u> and <u>evaluate</u> its planned efforts.

23. **POC's Name, Email, and Phone Number of Operating Components and Field Installations** – If applicable provide point of contact's name, email, and phone number of operating components and field installations.

24. **Dates of the Period of Time the Plan is Covered** – Provide the start date of the plan and the end date of the plan.

25. **Agency Name** – Provide the name of the agency.

26. **DVAAP POC's Name** – Provide the DVAAP point of contact's name.

27. **Title** – Provide the title of the point of contact.

28. **Telephone Number** – Provide the phone number of the point of contact.

29. **Email** – Provide the email of the point of contact.

30. **Date Plan Last Amended** – Provide the date of when the plan was last amended.

31. **Date Effective** – Provide the date when the plan is effective.

32. **DVAAP Certifying Official's Name** – Provide the DVAAP Certifying Official's name.

33. **Title** – Provide the title of the DVAAP Certifying Official.

34. **Telephone Number** – Provide the phone number of the DVAAP Certifying Official.

35. **Email** – Provide the email of the DVAAP Certifying Official.

36. **DVAAP Certifying Official Signature** – DVAAP Certifying Official must provide an electronic signature or print out the page and hand sign the plan certification.

37. **Date** – Provide the date that plan was signed.